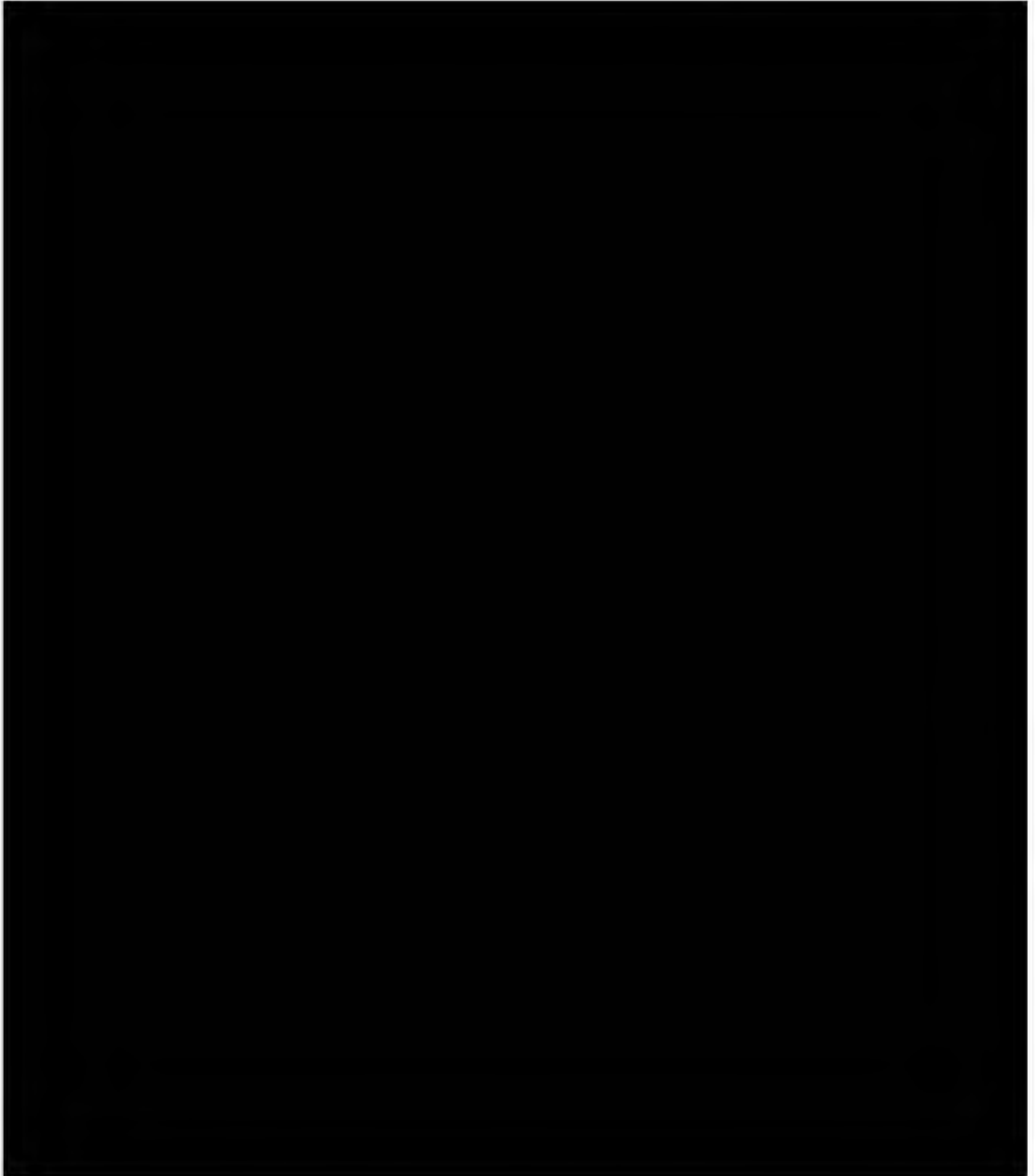


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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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2. Once the personnel need has been established through approved Recruitment Requisitions, Applicant Files are then screened for suitable candidates. In 1963 approximately 1600 Applicant Files were reviewed in Branch C and subsequently referred or rejected. Many files pass through Branch C several times in being "shopped" to components who may have a requirement for the Applicant's qualifications. A Locator Card File is maintained in Branch C on all Applicant Files. The following represents a sample of Applicant File traffic in Branch C for a recent 4 week and a 2 week period:

2 - 31 December 1963

New Files	129
Old (shopping)	<u>291</u>
Total	<u>420</u>

2 - 16 January 1964

New Files	60
Old (shopping)	<u>124</u>
Total	<u>184</u>

3. When in the course of the above procedures, an Applicant's qualifications fulfill a given requirement, the component concerned initiates a Request for Personnel Action which is forwarded with the file to CSPD. When the Request for Personnel Action has been approved by the Chief, CSPD, the file is forwarded to the Appointment Clerk, POD, who places the Applicant "in process". The Appointment Clerk initiates a series of actions such as

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request for security clearance, correspondence, request for invitee travel, arrangements for tests and interviews, pre-employment medical and security examinations, which lead eventually to full clearance, completed processing, and a request for the Applicant to enter on duty. Currently a number of Applicants whose processing is complete and who are ready to EOD have been advised that their expected date of employment has been indefinitely postponed. Statistical results of the above procedures as of December 1963 and January 1964 are outlined below:

DD/P Cases in Process

	<u>Total Cases</u>	<u>EOD Commit- ment</u>	<u>Interim Processing</u>	<u>Post- ponement</u>	<u>Pending Conversions</u>
December 1963	116	3	93	7	8
January 1964	68	1	16	43	8

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